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10 October 1967

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LI 22-1

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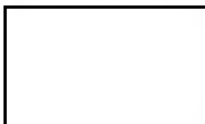
TRAVEL

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SUBJECT : Travel Procedures

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REFERENCES: (a)

~~Regulations~~

(b)

~~Regulations~~(c) Office of Finance Instruction No. 106 (Revised),  
dated 15 July 1964 ~~check funds~~ !~~(out) (a) IN 22-1, dated 26 January 1967~~RESCISSION: LI 22-1, <sup>Revised</sup> ~~dated~~ 8 March 1965  
~~in Command~~1. PURPOSE

This Instruction implements the Agency series of regulations on travel and contains procedures for preparing and processing travel orders, requests for advances, and travel vouchers.

2. BACKGROUND

In compliance with Agency policy, vouchered funds will be used for travel purposes whenever possible, and the use of confidential funds will be limited to those cases where security or emergency considerations prevent the use of vouchered funds. Government Transportation Requests (GTR's) may be used

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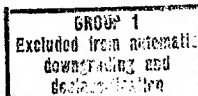
3. GENERAL

a. All civilian travel will be performed in accordance with the



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of Agency regulations and all military personnel travel will be performed in

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accordance with the Joint Travel Regulations (JTR's), except for local mileage.

b. All travel will be charged to the <sup>FAN</sup>~~FAN~~ account of the Office of Logistics activity to which the traveler is officially assigned, except when travel is at the specific request of another component which has agreed to finance the travel.

c. <sup>Permanent change of station (PCS)</sup>~~PCS~~ travel will be charged to the <sup>FAN</sup>~~FAN~~ account of the Office of Logistics activity to which the employee is to be assigned. For example, travel from 25X1A the departmental area to  is charged to the <sup>FAN</sup>~~FAN~~ account of the field station and vice versa.

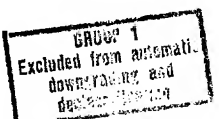
d. All official travel shall be charged to vouchered funds, unless the travel involves expenses of a confidential or sensitive nature in which disclosure of the operation should not be subjected to independent audit, such as by the General Accounting Office.

e. Separate travel orders will be written for each individual employee.

Exceptions may be granted by the Executive Officer when members of a group

f. Blanket travel orders may be issued to cover a single fiscal year or less, when:

- (1) The individual concerned maintains revolving fund (account 1443).
- (2) Required for emergency



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Revised        October 19674. FORMS TO BE USED FOR TRAVELa. Travel Orders

## (1) Form 540b, Domestic Travel

This form, which combines the travel authorization, request for advance of funds, and the travel accounting, shall be used for all domestic trips except for those individuals having blanket travel orders.

## (2) Form 540, Travel Order

This form will be used for all foreign travel, all domestic PCS travel, and for those having blanket travel orders.

b. Form ~~S~~ <sup>F</sup> 1169, Government Transportation Request

In those cases where a traveler may disclose Government affiliation, he may elect to use a Government Transportation Request (GTR), which may be obtained:

ILLEGIB



## (1) From the Central Travel Branch, Certification and Liaison Division,

Office of Finance, in books of <sup>ten</sup> ~~20~~ coupons. Unused portions of books

~~shall~~ <sup>will</sup> be returned to the Central Travel Branch as soon as the use of

a GTR is no longer contemplated, or if travel will not be performed

for some time. It should be emphasized that a GTR is the equivalent of cash and must be safeguarded as such by the authorized custodian.

## (2) From Central Processing Branch, Operations Division, Office of

Personnel, which will issue a GTR for overseas trips when utilizing



for domestic travel when making the travel arrangements.

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c. Requests for Advance of Funds

(1) Form 540b, Domestic Travel

This form may be used to request an advance of funds for travel as indicated in paragraph 4a(1) above. The original only is to be used for obtaining an advance. The other copies are to be used for the preparation of a travel ~~order~~ ~~voucher~~ *voucher*.

(2) Form 281, Request for Advance of Funds

(a) This form will be used to request an advance of funds when

Form 540b is not applicable. Always insert the FAN Account and <sup>(Small Print)</sup> Travel ~~order~~ number in the blocks provided. ~~the order~~. *only* <sup>only</sup> an original of this form is required to obtain an advance of funds.

(b) If foreign travel is indicated ~~on~~ the travel order, the request for an advance will cover all authorized items except the cost of tickets, which will be purchased by the Central Processing Branch, based upon the travel order. However, the traveler may obtain ~~an~~ <sup>his</sup> advance and tickets from the Central Processing Branch rather than have the advance prepared by his office.

d. Travel Vouchers

(1) Form 540b, Domestic Travel

This form may be used to claim reimbursement for travel as indicated in paragraph 4a(1) above. ~~When necessary~~ Form 22a, Travel Voucher Continuation Sheet, ~~will~~ <sup>will</sup> be used ~~when necessary~~.

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## (2) Form 22, Travel Voucher

This form will be used to claim reimbursement for travel as indicated in paragraph 4a(2) above. ~~Form~~ Form 22a, Travel Voucher Continuation Sheet, ~~will~~ <sup>will</sup> be used when necessary.

## (3) Form 2646, Claim for Reimbursement for Petty Cash Expenditures

(a) \_\_\_\_\_  
This form will be used to claim reimbursement for authorized use of a privately owned vehicle for transportation advantageous to the \_\_\_\_\_ Government and where other means of transportation were not available on a timely basis.

(b) \_\_\_\_\_  
Mileage claims, where per diem is not involved, may be prepared on this form providing a travel order is cited as authority for trips that are beyond the Washington <sup>(small/m)</sup> Metropolitan area.

5. Requesting, Authorizing, and Approving Authorities

a. Travel orders will be prepared for signature of the Requesting Official when utilizing Form 540, Travel Order, as follows:

## (1) Foreign:

(a) Director of Logistics, Deputy Director of Logistics, ~~and~~ <sup>Executive Officers</sup> and ~~Staff Officials~~ <sup>Chiefs</sup> for ~~their~~ <sup>their</sup> own travel.

(b) All other personnel

Chief of Division or ~~Staff~~

## (2) Domestic:

(a) Director of Logistics, Deputy Director of

Logistics, Executive Officers, and ~~Division~~

and ~~Staff Officials~~ <sup>Chiefs</sup> for ~~their~~ <sup>their</sup> own travel

(b) All other personnel

Chief of Division or ~~Staff~~

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b. Travel orders will be prepared for signature of the Authorizing Official  
as follows:

(1) Foreign:

- |                           |                             |
|---------------------------|-----------------------------|
| (a) Director of Logistics | Deputy Director for Support |
| (b) All other personnel   | Director of Logistics       |

← All appropriate coordination must be effected prior to transmittal  
← to the Authorizing Officer <sup>196</sup>

(2) Domestic:

- |  |   |
|--|---|
| (a) Director of Logistics  | Deputy Director for Support   |
| (b) Deputy Director of Logistics,<br>Executive Officer, <sup>Division</sup><br>and <del>staff</del> <sup>chiefs</sup> and their<br>Deputies. | Director of Logistics ( <sup>in</sup><br>the absence of both the<br>Director of Logistics and<br>the Deputy Director of<br>Logistics, the Executive<br>Officer) |

- |                         |                   |
|-------------------------|-------------------|
| (c) All other personnel | Executive Officer |
|-------------------------|-------------------|

When utilizing Form 540b, Domestic Travel, only the Authorizing Officer's <sup>initials</sup> ~~signature~~ <sup>initials</sup> ~~signature~~  
signature is required. However, the initials of the appropriate division or  
staff <sup>approving</sup> officer must be shown in the authentication block.

c. Travel accountings on Form 22<sup>x</sup> will be prepared for <sup>the</sup> signature of the  
Executive Officer as Approving Officer, when required, in accordance with

which states in part, "Travel vouchers (except vouchers for  
travel performed under a blanket travel authorization) will not require specific  
approval by an approving officer if the expenses claimed (1) are within the

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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provisions of a properly authorized written travel order and (2) are expenses either (a) for which a traveler is automatically entitled to reimbursement under the provisions of  (b) which were specifically authorized in the travel order." All vouchers will be reviewed by the Budget and Fiscal Branch for compliance with the travel authorization and the necessity for specific approval, in accordance with

d. Request for Advance/<sup>or</sup>Funds, Form 281, will be prepared for signature of the Executive Officer as Approving Officer.

## 6. Processing of Travel

### a. Travel Orders

Travel orders will be initiated by the divisions and staffs, prepared for signature as indicated in paragraph 5 above, and forwarded to the Budget and Fiscal Branch.

### b. Requests for Advance

(1) When utilizing Form 540b, Domestic Travel, prepare in an original and three copies (leave the carbon paper inserted) and forward to the Budget and Fiscal Branch for processing. The original <sup>the</sup> form is used to obtain the advance and the three carbons to account for the travel.

*Request for Advance of Funds,*  
(2) Form 281 <sup>need</sup> be prepared in an original only.

(3) When an advance of funds is required using Form 540b <sup>87</sup> ~~no~~ additional approval <sup>is not</sup> ~~is~~ required. If Form 281 is used, the signatures of the Budget and Fiscal Officer and the Approving Officer are required. The completed request, either Form 540b or Form 281, will be forwarded

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GROUP 1  
Excluded from automatic  
downgrading and  
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*hand-carried*  
or ~~hand-carried~~ to the General Claims Branch, Certification and Liaison Division, Office of Finance, for processing and presentation to the Disbursing and Custodial Branch, Monetary Division, Office of Finance, for cash payment. Those employees processing requests for advances at the Headquarters Building will first contact the Central Travel Branch for certification before taking the request to the Headquarters Disbursing Unit for cash payment.

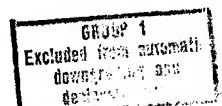
- (4) If an advance is to be made by check, a leadtime of approximately ~~2-5~~ <sup>5</sup> work days should be allowed.

c. Travel Vouchers

- (1) Travel vouchers are used to claim reimbursement for official travel.
- (2) When an employee has received ~~advances~~ <sup>*advances*</sup> in excess of the amount being claimed in the travel voucher, the difference is to be refunded concurrently with the submission of the accounting. Any cash ~~for~~ <sup>*hand-carried*</sup> refunds, for the protection of the individual, should be ~~hand-carried~~ to the Disbursing and Custodial Branch, Monetary Division, Office of Finance, for credit to the employee's advance account citing the employee's <sup>*serial*</sup> number and /travel order number as reference. Those located in ~~Headquarters Building~~ <sup>*Headquarters Building*</sup> may use the Disbursing Office located in Room 6 E 29. A receipt, ~~in duplicate~~ <sup>*is duplicate*</sup>, will be obtained for the cash refund. The original, or white copy, should be retained by the advancee and the other copy (pink) should be attached to the accounting to substantiate the refund.
- Refunds made by personal check made payable in accordance with
- Chapter VI, para ~~504~~ <sup>*504*</sup>, may accompany the accounting.

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- (3) Travel vouchers will be prepared for the signature of the Executive Officer, per paragraph 5c above, in the number of copies as indicated below:

- (a) Revolving Fund <sup>1443</sup> (1443)

An original and three copies will be prepared and forwarded to the Budget and Fiscal Branch.

- (b) Blanket and Other Vouchers (1441)

An original and two copies will be prepared and forwarded to the Budget and Fiscal Branch.

- (4) If the employee was authorized an advance of funds, a travel voucher must be prepared and submitted for processing to the Budget and Fiscal Branch no later than 10 calendar days after completion of the travel.

d. Foreign Travel Arrangements

- (1) Travel orders for foreign travel will be routed to the following components in sufficient time to arrive in the Central Processing Branch, Office of Personnel, at least 30 days prior to departure date:

- (a) → ~~cc~~ Budget and Fiscal Branch/OL )  
(b) → ~~cc~~ Security Staff/OL )  
(c) → ~~cc~~ Executive Officer/OL )

~~FORM 237, Official Routing Slip~~  
~~FORM 237, Official Routing Slip~~

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- Form 610, Routing & Record Sheet

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(3) The division or staff administrative assistant, will contact Central Processing Branch ~~the~~ to make the necessary arrangements for passports and shots.

The Security Staff ~~will~~ will be consulted on all cover and security requirements of domestic travel, and will be responsible for necessary coordination with the Central Cover Staff. If cover is not required, the travel order will so state.

a. A semiannual schedule ~~is~~ of all proposed TDY foreign travel to be undertaken by Office of Logistics employees will be submitted by staff and division chiefs to the Executive Officer by 15 November and 15 May to cover the subsequent 6-month period beginning 1 January and 1 July, respectively. The report shall

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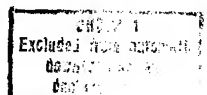
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list the names, titles, proposed itineraries, dates, and the purpose for each trip. The Executive Officer will submit a consolidated report to the Deputy Director <sup>for</sup> Support within 5 days after the due dates as stated above. The submission of data concerning a proposed foreign TDY trip in this report does not obviate the requirement for submitting the travel order.

b. A report of foreign field trips will be submitted to the Director of Logistics by all travelers including division, staff, and branch chiefs within 10 days after returning to Headquarters. The reports will be limited to items of major significance, trends, and policy. All other employees will submit reports as directed. Reports will not be disseminated outside the Office of Logistics without prior approval of the Director of Logistics.

GEORGE E. MELOON  
Director of Logistics

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

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FROM:

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

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